

The history of the Dorothy B. Oven Park is as rich as the soil that nurtured the finest camellias in the area. The property was part of the Lafayette Land Grant awarded to General Marquis de Lafayette in 1824 by the United States Congress.

In the 1930's the Camellia Nursery, built by the late Breckenridge Gamble, Ritchie and Bill Rosa, was replaced by the house which was designed by Mr. Alfred Maclay and constructed in 1936. The property was donated by Mr. Will J. Oven, Jr. in 1985, to the City of Tallahassee through the Tallahassee Friends of Our Parks Foundation, Inc., in an unprecedented gesture of civic generosity, with the stipulation that it be developed as a city park, retaining the integrity of the area.

The Dorothy B. Oven Park Main House features a classic manor-style home with rare magnolia paneling, wooden floors, antique furniture and artwork, full kitchen facilities and a charming lanai. The House is available to the public for rental use for seminars, weddings, meetings and receptions.

The Park is located in the heart of more than six acres of lush North Florida garden filled with azaleas, camellias, palms and other local flora giving the park an ambience not found elsewhere. The park is open during regular business hours for tours and lease. The fees vary according to space and time requested.

It is truly a place to get away...within the City Limits.

Park hours; 7:00am - 11:00pm

Holidays could exclude rental availability

Public Record Disclosure

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials are public records available to the public and media upon request. The information you provide on this form may be subject to public disclosure.

Dorothy 96. Oven Park FEES & CHARGES - 7.5% STATE TAX INCLUDED

First Floor Rental (non-wedding/reception – groups over 50)			
	Rate (Tax Included)	Tax Exempt Rate	
4 Hour Block (minimum rental)	\$592.33	\$551.00	
Each Additional Hour	\$92.45	\$86.00	

Individual Room Rental			
\$46 Per Hour + Tax	Rate (Tax Included)	Tax Exempt Rate	
3 Hour Block (minimum rental)	\$148.35	\$138.00	
Each Additional Hour	\$49.45	\$46.00	
40x40 Patio Add-On Hourly	\$29.03	\$27.00	

Refundable Deposit - Due at Time of Booking (no sales tax)		
48 Guests or less	\$100	
49 Guests or more	\$200	
All weddings and receptions	\$200	

SEATING CAPACITY	Theater	Conference	Dinner
Camellia Room	35	20	32
Magnolia Room	20	15	16
Dogwood Room		8	12

Forms of Payment

We accept Cash, Check, Money Order, Visa, and MasterCard. Fees are due 30 days prior to the event.

Make Checks Payable To:

City of Tallahassee 3205 Thomasville Road Tallahassee, Florida 32308

Refund Policy

Deposit is refundable, via refund back to credit card, after your activity provided there is no damage to the property and you adhere to the rental time on your contract. Cancellation notice must be received in writing 90 days prior to the event for a full refund, notices received less than 90 days will forfeit the deposit, any cancellation received 2 weeks or less from the event will result in a forfeit of all deposits and fees.

CITY OF TALLAHASSEE PARKS, RECREATION & NEIGHBORHOOD AFFAIRS

Dorothy B. Oven Park 3205 Thomasville Road - Tallahassee, Florida 32308

3205 Thomasville Road - Tallahassee, Florida 32308
PHONE (850) 891-3915 EMAIL Jessica. Hopper@talgov.com
WEBSITE: Talgov.com/Parks
MULTI-DATE INDVIDUAL ROOM RENTAL CONTRACT

DATE:	EMAIL ADDRESS:				<u></u>
USER NAME:		ACTIVITY TYPE	:		
ADDRESS:	CITY:		STAT	E: ZIP:	
PHONE: (DAY)	EXTENSION:	INCLUDE SE BREAKDOW RENTA	T-UP & N TIMES L TIME:	# OF PEOPLE:	
lst Floor House	CAMELLIA RM	MAGNOLIA RM	DOGWOOD RM	FRONT PATIO F	RENTAL ADD-ON
ALCOHOL? YES N	NO				
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NOTICE OF ANY SUCH CLAIM					
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ANY FIRE OR ACCIDENT W	HILE ON THE PREMISES/FA	CILITY OF WHICH TH	IEY SHALL BE A PART	OF, OR OF ADJOINING	OR CONTIGUOU
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FOR OFFICAL USE ONLY				AYMENT DETAILS	
Deposit Amt.	Fee	Tax		Fee + Tax	
Date Paid	Date Due	Date Paid			
Rcvd. By		Recvd. By		Grand Total	
Action Taken			_	(INCLUDES I	DEPOSIT)

RULES AND REGULATIONS

Oven Park is a public park open to the public Monday-Sunday 7:00am-11:00pm. During rentals, staff is instructed to direct any visitors to areas of the park not in use. In order to maintain the House and Park in its pristine condition, all parties involved with events are to follow the rules listed below. Please provide a copy to your decorator & caterer.

- 1. Refund Policy: Deposit is refundable after your activity provided there is no damage to the property, and you adhere to the rental time on your contract. Refund checks arrive via mail within 4-6 weeks after rental date, credit card refunds within 4 days. Cancellation notice must be received 90 days prior to the event for a full refund, notices received less than 90 days will forfeit the deposit, any cancellation received 2 weeks or less from the event will result in a forfeit of all deposits and fees. All notices of cancellation must be in writing.
- 2. Open flames are not allowed in the park (including but not limited to candles, fire-pits, grills, etc.) Batterypowered candles permissible.
- 3. No smoking or vaping in the House, front porch or near entry doors.
- 4. No parking on the grass or patios. Unloading may be done from the driveway. There are 39 parking spaces available on the property. If additional parking is needed, please discuss this with staff at time of contracting. Parking is not permitted along the drive.
- 5. The kitchen, rental rooms and grounds used by the rental party are to be cleaned at the conclusion of the function. This includes any service or preparatory areas.
- 6. Professional, licensed caterers are highly recommended to assist with your food service. They are expected to provide their own supplies such as garbage bags, detergents, paper towels, etc., needed to keep the House in good order. There are no serving or cooking pieces available at the Park.
- 7. There is no ice maker on site, please bring ice in coolers. Do not dispose of liquids or ice in any flower beds, on the grass or in the vents in the carport.
- 8. Rental items are to be set up and removed by that company, assigned vendor, or the rental party. Park staff will not be responsible for this service. The tables & chairs in the house are not available for outside use and must be secured from an outside vendor/rental company.
- 9. Outdoor bars and food tables may only be placed on hard surface areas. This helps us keep the grass areas green and plush.
- 10. Event times are set at the time the Park is reserved. These scheduled times include setup, event hours and cleanup time. Typically, we have two functions on the same day or the next morning; when this occurs, renter, caterers. & guests are to respect the other party. Early drop offs or later pick-ups will not be allowed, including outside rental items (tables/chairs/decor) beyond the contracted time.
- 11. Rental tents may only be placed on the front patio (40' x 40') with prior approval and will not be allowed on the lawn areas. All tents must be erected during a prearranged time. Please have your tent company call the Park office (850-891-3915) to make these arrangements.
- 12. Alcohol Disclaimer: When alcohol is offered, it should only be served and never sold. It is the renter's responsibility to arrange for bartenders (this can be through your caterer). It is also the renter's responsibility that consumption levels are not excessive and that no minors are served (by ID Checks if necessary.)

RENTER'S SIGNATURE	DATE

- **RULES AND REGULATIONS (CONTINUED)**
- 15. **Decorations:** If there is a question regarding decorations, please contact the Park office.
 - a. Staples, tacks, nails, tape, hooks, etc. are prohibited at our facility, both indoors & outdoors on any walls, doors, ceilings or structures.
 - b. The furniture and paintings in the House are rare and should be treated as such. They should not be moved, nor are they to be used as support for any decorations.
 - c. The Gazebo & Archway located in the park were donated and hold special significance; do not mar these structures to secure decor. The Gazebo has hooks for your use, but you may not add any staples, tacks, nails, etc.
- Please refrain from using confetti or glitter including confetti filled balloons both indoors and on the 16. grounds.
- Please use one of the following approved items for showering the couple leaving wedding celebrations: 17. bubbles; fresh or freeze-dried flower petals. Please call the office to discuss alternatives should you have one. No bird seed, candy, confetti, glitter, sparklers or artificial flower petals.
- Musicians will be asked to keep the volume of music at a reasonable level. This will be left to the 18. discretion of the staff on duty. Amplified music will not be allowed on the back patio. All outdoor music must be turned off and bars closed by 10:00 pm.
- 19. The park is constantly changing, new plants are being added, and new garden areas designed. The months of October - December traditionally have holiday lights installed. Please check with staff to see what is being planned in the Park near the time of your special event.
- 20. Tables and chairs are available for indoor use only. Any tables and chairs for outdoor use must be provided by the renter or contracted by an outside vendor.

NOTE: LINENS, SERVINGWARE & ICE ARE NOT AVAILABLE AT OUR FACILITY.

RENTER'S SIGNATURE	DATE

Tables & Chairs available for indoor use:

6 - 48" round tables 8 - 60" round tables 8 - 6' banquet tables 2 - 8' banquet tables 4 - 36" square card tables 8 - 19" wide, 6' skinny tables

70 - vinyl upholstered 2 - 3x5 foyer tables- stationary/can't be moved (6' rectangular linens fit)

chairs (color: cement gray)

Tables available for indoor or outdoor use: 6 - 30" high top cocktail tables

Measurements you may be interested in:

Mantel - 6'10" long, 10" deep

Banister - Pole 4', from pole to landing 11'

Front Brick Patio - square 40' x 40'

Gazebo - width of stars 1'; from floor to top of stars 9',

from outside post to outside post at ramp 5'5",

inside post openings at either side of ramp 7'3",

from the second front door to the round part of the brick walkway ~150 ft

from the circle area to the gazebo ~60 ft. the circle is an 8' diameter.

Fountain - From the front porch of the main house to the entrance of the fountain ~171', the brick walkway to the fountain (as you make a right) ~48'.

Warming Kitchen Rules and Regulations

Please share with your caterer in advance of your event. We are always available to meet with you and your caterer in advance of your event.

Upon arrival, the kitchen should be clean and ready for use. If you find anything unsatisfactory, please alert staff on site.

<u>Park Supplies:</u> The Park will provide toilet tissue, hand towels and trashcans will be lined with garbage bags at the start of the event.

<u>Catering Supplies to bring:</u> Caterer (if no caterer, then renter) is expected to provide their own supplies such as detergents, dish rags, food storage bags, paper towels, etc., needed to keep the kitchen in good order. There are no serving or cooking pieces available at the Park.

<u>Food Preparation</u>: All food must be prepared offsite. Our kitchen provides warming capabilities only. Outdoor frying may be done on the back patio. A protective tarp must be placed under all fryers. Grease or greasy substances may not be disposed of in sinks or on Park property.

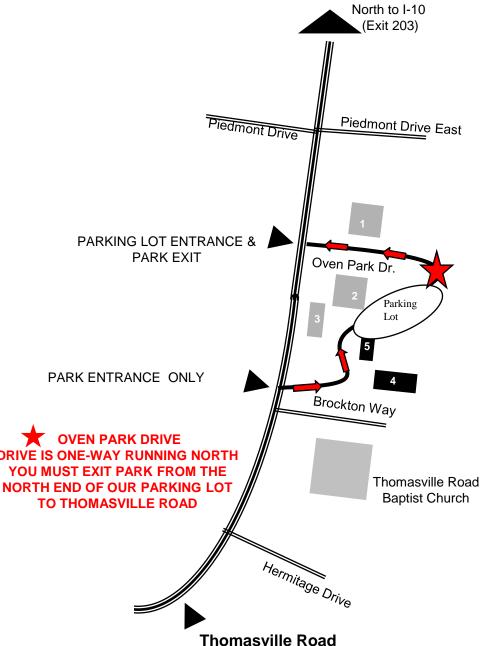
<u>Leftover Food & Supplies</u>: All leftover food, dishes, utensils, etc. must be removed immediately after the event. The refrigerator/freezer must be emptied and wiped down after use.

<u>Cleaning:</u> The kitchen and all areas used by the rental party are to be cleaned at the conclusion of the function. This includes any service or preparatory areas (i.e., countertops and sinks, microwave, stovetop/oven & refrigerator.)

<u>Trash</u>: Please pick-up any trash and leave the areas used by your group clean. It is the responsibility of the caterer/bartender/renter to remove trash and place in the dumpster (boxes must be broken down). Park staff onsite can provide a rolling cart for trash removal and show Catering staff dumpster location.

Our staff will always be on hand to assist with facility needs. They should not be regarded as waiters, waitresses, bartenders, or kitchen help. All caterers should come with a full complement of staff.

Location Map



- 1) St. Joe Building (Private Company)
- 2) Neurology Building (Gated 24-7 Tow Zone)
- 3) Fire Station
- 4) Oven House & Office
- 5) Carriage House

*Limited parking available at the park (39 parking spots). Additional parking at Thomasville Road Baptist Church (with prior approval obtained by Oven Park staff).

Name:	Please submit rental floor plan with table & chair totals/layout 14 days prior to rental	date.
Event Date:	_ Email to: <u>Jessica.Hopper@talgov.com</u>	∞
Set up Time:	Dorothy B. Oven 9	Park
Event Times:	- Main Floor Plan	
# of People:	_ T	
Camellia Room 26 x 16	OFFICE Kitchen Rest Room	
Porch - 26 x 12	Foyer Magnolia Room 20 x 15 Dogwood Room 15 x 15	
	Ceremony Location & Time: Rental Co.:	
	Will Tent be Used on Patio?YesNo	
Front Patio - 40 x 40	Will Patio be Used?YesNo If Yes: Staff Check! Blow off pation Outdoor Trass Private Event	o if needed hcans Out